



# **TEACHER AND ADMINISTRATOR EXCHANGE PROGRAM**

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**APPLICATION**

**2004 - 2005**





## APPLICATION CHECKLIST

\*OMB Approved No. 1405-0114  
Expires Date: 09/30/2005  
Estimated Burden: 2 Hours

Please complete this checklist and enclose it with your application package. Please do not staple any of your application pages (paper clips may be used). Mail all application materials to:

United States Department of State  
Fulbright Teacher and Administrator Exchange Program  
600 Maryland Avenue, SW  
Suite 320  
Washington, DC 20024

The application deadline is **October 15, 2003**

Does your package include:

- |   |  |
|---|--|
| a. 1 Fulbright Foreign Scholarship Board form?            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. 1 original and 1 copy of the application?              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c. 1 original and 1 copy of the essay?                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d. 1 "Administrative Approval for Applicant" form?        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e. 1 "Immediate Supervisor Reference for Applicant" form? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| f. 2 additional references? *                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |

*[Please do not send resumes or audio or video tapes.]*

Are any of the above documents being sent under separate cover? ☐ Yes ☐ No  
If so, which ones? \_\_\_\_\_

Is your Administrative Approval completed by the school official authorized to grant the required salary and leave arrangements? ☐ Yes ☐ No

Make sure you are eligible for all the positions in the countries you listed in Section II of your application:

- |  |  |
|--|--|
| a. Are you fluent in the required languages?                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Are you currently employed at the specified teaching level? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c. Are you currently employed in the specified subject field?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |

\* All reference forms submitted must include original signatures. The reference forms may be included with your application package or mailed under separate cover. References mailed under separate cover may be submitted after the October 15 deadline.

Note: Public reporting burden for this collection of information is estimated to average two (2) hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is being collected to evaluate a candidate's eligibility and suitability to be matched with a foreign counterpart for the Fulbright Teacher and Administrator Exchange Program. Responses are voluntary; however, insufficient applicant data could disable successful matching. A federal agency may not conduct or sponsor, and the respondent is not required to respond to, a collection of information unless it displays a valid OMB control number. Send documents regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to A/RPS/DIR, U.S. Department of State, Washington, DC 20520.